



## **Fitzwilliam Firewards**

P.O. Box 725

6 Church Street

Fitzwilliam, NH 03447

(603) 585-6561

### **Fitzwilliam Firewards Meeting Minutes**

Date: 8/7/2019 Meeting Start Time: 1703 hrs Meeting End Time: 1915 hrs

#### **Attendees:**

Adam Dubriske  
John Holman  
Edwin Mattson  
Brandylyn M Handy  
Robyn Bates  
Charles Kenison  
Daniel Baker

#### **Guest:**

Kathy Hodgkins

#### **PUBLIC at 1703 – 1950 hrs**

- Firewards met with the Board of Selectmen to discuss the ambulance coverage, department follow-up and addressing the residents' concerns about the ambulance.
  - DiLuzio Invoice was discussed but tabled, due to Adam wanting to speak with Mark Huntoon at TFD.
  - Dan B requested an update on how things are going with the changes that have been implemented in the department.
    - Adam D informed the BOS that the run sheets from 2019 have been entered into Fire House, minus the months of April and August.
    - The gear inventory has been 60-70% completed.
    - New run cards have been designed and are in use. Making entering calls into Fire House more efficient. Adam D showed examples of the old run sheets versus' the new run sheets.
    - Inventory of minitors and portables have been completed.
    - Personnel roster is updated.
  - Dan B inquired about using Fire House to keep track of inventory. Adam explained that it will be done in the future but that we are currently working on getting the run sheets current for compliance.

- Dan B asked the status of the trucks and the “rainy day” maintenance with the Highway Department.
  - Adam D explained that they are keeping a clipboard for each trucks maintenance.
  - Adam also explained that Fire House has a vehicle maintenance module and once we are able to enter this information the BOS can get access to see this data.
  - Robyn B suggested that the Highway Department perform general maintenance on each truck as time allows. John H will right up a general maintenance list for each truck.
  - Adam D provided an update on the Tanker which was brought to State Line Truck Service this week for erratic idling. There are EGR issues and State Line will bring into a bay 8/12/19 to repair, which will take (3) days.
  - Robyn B asked about selling the extra hoses that were purchased to another department. Adam D and John H explained that you would never get your money back out of them and suggested giving them to another department.
- Adam D informed the BOS that Air Packs are starting to fail. Three (3) are currently out of service with O-ring issues and the tanks will expire at the end of 2020.
- EMS Contract with DiLuzio’s was discussed.
  - Dan B asked for stats that would help them make some decisions. Adam D said out of (13) calls in July 2019; (7) were medical and (4) of those (7) were transported.
  - Adam D suggested a per call coverage with DiLuzio and/or getting a quote from Jaffrey for ambulance coverage. Adam D will speak to JFD.
  - Adam D had in his DiLuzio meeting notes that the contract would be between \$1000-\$1500 per month but Fitzwilliam is being charged \$3000. Debbie F checked the meeting minutes in did not find a quoted amount.
  - Adam D will call DiLuzio to discuss invoice.
  - Robyn B questioned staffing. Adam D explained we have (3) EMT’s, (1) AEMT, (1) EMR and (2) waiting to test for certification. He also explained that you need (2) personnel for the ambulance to go to a call. At this point Ren D and Nicole G are the only ones possibly available during the day.
  - Robyn B brought up the recent comments on Facebook, the frustration of Fitzwilliam residents about the ambulance coverage and the need for a response in the way of a letter in the Fitzwilliam newsletter. Charlie expressed his concerns with Facebook and requested that there be no response via Facebook. Adam D and Brandy H will start drafting a letter for the newsletter. This letter should express that the town has always had coverage and what to expect moving forward.
  - Discussion was had regarding the committee formed between Fitzwilliam, Richmond and Troy to discuss shared ambulance coverage. The committee consist on (3) representatives from each town.
- Fitzwilliam Fire Chief
  - Charlie K asked if they should make Adam D the official Fire Department Chief. Ed M wants to wait until Bill P can express his opinion and vote.

- BOS depart at 1750 hours and the Firewards take a five minute break before reconvening.

- Reconvene at 1755 hours
  - Ambulance Committee
    - Adam D explained how they came to the decision on (3) members from each town; (1) chief from each, (1) selectman from each and (1) deputy or other member from each. This makes it fair and an equal vote.
  - Fire House discussion.
    - Adam D explained that things are moving forward and he expressed things will be better once we are able to keep track of equipment, inventory and run reports. The main focus is to catch up and become compliant.
  - Invoices
    - None to approve
  - Equipment Repairs.
    - Air Packs – O-rings
      - Ed M suggested contacting Neil Henry, Chief of Sullivan to see who they use for repairs.
    - Tanker
      - Currently at State Line Truck Service for repairs.
  - Per Diem Ambulance
    - Adam D explained that the BOS would like the department to return \$14,000 of the per diem budget that wasn't used.
  - Personnel Equipment
    - Adam D expressed that he would like to purchase Nicole G gear as she has been waiting for quite some time. Both Ed M and John H approved this.
  - Equipment Needed
    - (5) Minitors need chargers
    - (6) Portables are unaccounted for and need to be replaced.
    - (1) Compute will be needed in the future as more people will be entering TEMSIS reports.
    - Forestry Hose
      - 1000 feet of hose was approved at \$0.88 per foot.
      - Adam D will also price pants as the hose will be covered by a grant and there should be extra funds.
  - Radio Reprogramming
    - Adam D to submit grant next week.
  - Previous minutes were approved and the non-public minutes were sealed. Brandy to email Debbie F public minutes.
- Adam D presented averages for personnel on call for the previous (4) months.
  - April – 3.2
  - May – 2.8
  - June – 3.1
  - July – 3.23
- Next Firewards meeting will be Wednesday September 4, 2019 at 1700 hours.

Respectfully Submitted,

Brandylyn M Handy  
FPD/FFD Administrative Assistant